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## SECRET

		Date	FBIS-	0268
ROUTING AND	TRANSMITTAL SLIP	16 I	December 19	
(Name, office symbological symb	ol, room number, est)		Initials	Date
Director of	Management and Plani	ning		
DS&T				
Room 6E45, 1	Headquarters			
Action	File	Not	Note and Return	
Approval	For Clearance	Per Conversation		
As Requested	For Correction	Prepare Reply		
Circulate	For Your Information	See Me		
Comment	Investigate	Signature		
Coordination	Justify	11		

FBIS Calendar.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions							
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bidg.						
Director, FBIS							
\$041-102 *USGPO:1983-421-529/320	OPTIONAL FORM 41 (Rev. 7–76) Prescribed by GSA						

25X1

## SECRET

## FBIS CALENDAR

DATE	EVENT	TIME	LOCATION	ATTENDED BY	
21 December	GE Briefing	1500- 1600	3S12	D/FBIS	25X1
21 December	Farewell to Clair George	1600- 1630	6E60, Hqs	D/FBIS	
9 January	FBIS Open House	0900- 1200		D/FBIS	25X1
15-16 January	STUDIES Board Meeting			D/FBIS	25 <b>X</b> 1
LOOKING AHEAD			•		
18 January- 5 February	Visit to Bureaus		Key West, Panama, Paraguay, Swaziland Abidjan	D/FBIS	
26 January	S&T Orientation	1030- 1120	Hqs Auditorium	DD/FBIS	
15-17 March	S&T Spring Management Conference	:		D/FBIS DD/FBIS	25 <b>X</b> 1
LEAVE	•				
21-28 December				DD/FBIS	
4-6 January				D/FBIS	